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MEMORANDUM FOR: Chief, Plans and Policy Staff

7 August 1957

SUBJECT : Intelligence School Weekly Report #32
1 August through 7 August 1957

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I. SIGNIFICANT ITEMS: None.II. OTHER ACTIVITIESA. Intelligence Orientation

(1) The schedule for the intelligence phase of Intelligence Orientation #12, to be given in 2202 Alcott, has been prepared and the speakers have been notified. The dates for the course coincide with the most popular vacation period for the Agency, so there will be many substitute lecturers. We expect these substitutions to have a stimulating effect.

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(2) After considerable discussion, it has been determined that Intelligence Orientation #13 will begin 3 September with the intelligence phase, and that the DD/S Exhibit will be presented for the first time on the afternoon of 12 September.

(3) Work on the DD/S Exhibit continues. [] has been working closely and continuously with the personnel of the Visual Aids shop and with representatives of various DD/S components in order to assure meeting the September deadline. [] has become interested, and the Audit Staff has been added this week to the list of support components participating.

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B. Intelligence Production

(1) [] students have enrolled for Effective Writing which will begin on Thursday, 15 August.

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(2) [] has submitted to [] a report on his meeting with FDD concerning requested training in physical and cultural geography in selected areas. This training would be a part of the training program being developed to meet the requirements of the Office of Operations. [] has also made suggestions for a special course in this subject designed to satisfy FDD requirements. He has learned that other DD/I Offices, such as OPR, would approve a course of this nature and enroll analysts for such training if it were available. A specific proposal is in preparation, and will be submitted to C/DTR.

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(3) [] students completed Reading Improvement #36 on Friday, 2 August. [] of the [] students originally enrolled will complete the course later, since they were forced by pressure of office business to miss several classes.

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(4) During the past week, [] of the A & E Staff, met with [] to discuss an experimental design for evaluating reading tests.

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C. Operations Support

(1) The Logistics Manual has received official approval by the Office of Logistics. No further action can be taken in coordinating this Manual until [] of the CI Staff returns from a three-week vacation.

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(2) Three of the Tradecraft tests used in Operations Support have been revised.

(3) The film "House on 92nd Street" was reviewed and will probably be used as a replacement for "Undercover." The staff will start working on course material to permit this change in the near future.

(4) R/TR requested tutorial training in cable writing for an individual who has been in the Agency for seven years, is going overseas, and has not taken any courses in ORR. The staff was unable to meet this request because of the current work load.

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D. ORR Orientation Officer

(1) On 31 July, at the request of the Office of Security, [] presented a lecture, followed by a discussion period, on "Intelligence Agencies of the U.S." to a group of CIC reserve officers at Fort Myer.

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(2) On 5 August the CIA Introduction was conducted for [] persons.

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(3) [] persons going overseas [] are scheduled to attend the Dependents Briefing on 6 and 7 August. The bon voyage statement will be given by Col. King, Chief, WE.

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(4) Because the Marine Corps was unable to complete arrangements for transportation, [] trip to El Toro, California, to lecture for the Marine Air Reserve Training Command, has been cancelled.

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E. Management Training

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The special Night Supervision course was successfully completed for the shift supervisors in RI on 1 August.

F. Clerical Training

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(1) During the week of 29 July there were people in Clerical Induction Training. of these people entered class for the first time. There were people in Clerical Orientation during this same period.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 29 July were as follows: Of people tested in shorthand, qualified; of people tested in typewriting, people qualified.

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(3) Clinker Department. One of the subjects covered in the Clerical Orientation course is Regulatory Issuances. The three types--Regulations, Notices, and Handbooks--are carefully explained, and are distinguished from one another by showing samples of each to the students. Before the examination a careful review is made of all the subjects covered. Again, the three types of Issuances are mentioned and the distinctions indicated. One girl this week wrote the following answer to the question, "What are the three types of Issuances?": "Health, Life, and Old Age."

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G. General

The remodeling of office space which Management Training hopes to occupy in Alcott Hall has not yet been started. Shifts in R & S Building for better space arrangements and better security coverage during working hours will have to wait until Alcott space is ready.

H. Visual Aids Section

The weekly report of VAS will follow.

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III. PERSONNEL NOTES

A. is on annual leave until 8 August.

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B. returned from annual leave Monday, 5 August.

C. returned from annual leave on 5 August.

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D. We are informally advised that [redacted] will be available to OIR 26 August. No official confirmation has been received yet.

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E. [redacted] assumed duties as Chief, Visual Aids Section, on Monday, 5 August.

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[redacted]
Chief, Intelligence School

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